

READVERTISEMENT

***Please see Training Assignment under Special Information, change in Pay Grade and update to closing date and education and experience.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

June 27, 2007

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TITLE:	EMS Quality Assurance & Improvement Specialist
POSITION NO:	00600
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$30,566 - \$37,092 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. This position will remain open until filled. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 12, 2007 (first review)**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: This position will remain open until filled. Applications submitted on or before initial closing date above will be eligible for the first review.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered. In order to be eligible for a Training Assignment, applicants must possess all but two years of the required education/experience. If a Training Assignment is offered, the starting pay will be a Pay Band 5 (\$27,949 - \$30,566), depending on qualifications and internal equity, for the duration of the Training Assignment.

This position requires regular travel throughout the state by automobile to provide consultation, training, and compliance

services and occasional national travel by commercial airline to attend meetings and conferences. Overtime and/or emergency response work may be necessary.

Documentation of current or past Emergency Medical Technician certification may be submitted at time of interview.

TYPICAL DUTIES: This position is responsible for developing and administering statewide Emergency Medical Service (EMS) and EMS system quality assurance and quality improvement activities including continuing education and technical assistance; for EMS service licensing and compliance enforcement program policies and guidelines; and represents the department and the EMS and Trauma section on committees, workgroups, and at conferences and meetings. This position reports to the EMS Systems Manager.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of Emergency Medical Services and program management fields; public health disaster response procedures and requirements; program administration; grants management; strategic planning; quality improvement and total quality management principles; pre-hospital emergency medical services; current EMS system development and quality improvement concepts and literature and trends regarding EMS education; adult training and education methods and techniques; right to know vs. right to privacy considerations; and Health Insurance Portability and Accountability Act (HIPAA).

Skills: Skill in analyzing a complex variety of data, interpreting results, and presenting them in easily understood language; translating research findings into recommendations for program modifications and improvements; moderating problems with EMS system and patient care; public speaking; and negotiating a broad range of concerns, acting (via discussion and persuasion) to bring together diverse EMS and trauma system efforts.

Abilities: Ability to effectively communicate orally and in writing; work toward goals and objectives; practice self-accountability; think creatively and problem-solve; and establish effective working relationships with co-workers, other agencies, and the public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in emergency medical services or a directly-related field **AND** three years job-related work experience (paramedic and service management preferred). A paramedic with field experience is preferred but qualified EMT-Basics and others are encouraged to apply. Other equivalent combinations of education and experience will be

considered on an individual basis. Direct field experience may substitute for education on a year-for-year basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview; and**
4. Photocopy of current or past EMT certification (if applicable) is due at time of interview.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

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accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.